COMPTROLLER'S OFFICE, BANGALORE.

Circular No. 117—*S. B.*, 148, *dated* 23*rd April* 1928.

SUBJECT:—Instructions in the matter of issuing duplicate Savings Bank Pass Books by treasuries in lieu of those alleged to have been lost by depositors.

To—All Treasury Officers.

The following supplementary instructions are issued for the guidance of Treasury Officers while issuing duplicate Savings Bank Pass Books in the place of those lost as permitted by Para 2 of Rule 58B of the Mysore Government Savings Bank Rules.

1. The application for the issue of duplicate Pass Books should be in writing in the enclosed form. On receipt of each application, the Treasury Officer should after tracing the number of the account in the ledger, check the signature on the application, with the specimen signature already filed in the treasury, and thoroughly satisfy himself as to the genuineness of the application. In all doubtful cases, the Treasury Officer must require the applicant to produce a respectable witness who can identify him and who is known to the treasury and should personally interrogate the person presenting the application in order to satisfy himself as to his identity. Enquiries may also be made independently at the address of the depositor as recorded in the books of the treasury. The nature of the enquiries made should in all cases be noted by the Treasury Officer on the application. When the Treasury Officer is satisfied as to the *bona fides* of the application, he should write on it a remark to that effect. Reference should also be made to the Register of Undelivered Pass Books to find out whether the book alleged to have been lost is lying undelivered in the treasury or has been already delivered to a wrong party.

2. A new pass book should then be prepared for issue to the depositor. The word "Duplicate" should be written on the first page and cover of the new pass book, and the words "Original Pass Book lost—Duplicate Pass Book issued on (date)......" should also be written at the head of the ledger account.

3. The depositor's written application for the duplicate pass book should be filed in a separate guard book (which must be kept under the personal custody of the Treasury Officer) serially numbered. The guard book should be treated as a record of a permanent character.

4. The depositor's receipt for the duplicate pass book should be pasted in the stock register of Pass Books against the entry of the issue.

5. The fee of one rupee levied for the issue of the Duplicate Pass Book should, on the same day be credited to the treasury under "XIII Misc. 5 Misc— Other Receipts." A monthly list of duplicate pass books issued in lieu of those lost or spoilt by depositors should be sent to this office before the 10th of the following month, in the undermentioned form:—

List of Duplicate Pass Books issued during 192 in lieu of those lost or spoilt.

Date	Account No.	Name of depositor and father's name	Balance as per ledger	Fees levied	Date of credit to the Treasury and Chellan number

When no duplicate pass books are issued a "nil" return will be sent.

M. SHAMANNA,
Comptroller.

Station.....
Date.....192

To—The Officer in charge of the Treasury at.....

Sir,

There is a sum of Rs.....at my credit in the Savings Bank Account No..... of your treasury. The original Savings Bank Pass Book.....has been lost under the following circumstances. I therefore request you to kindly issue a Duplicate Pass Book at an early date. I declare that in case the original pass book is traced it will be surrendered to the treasury immediately and I also bind myself to be responsible for any wrong or excess payments made in consequence of the loss of the original pass book, a duplicate thereof being issued at my request.

The fee of one rupee is herewith sent.

(Here explain the circumstances attending the loss).

Yours faithfully,
Signature of Depositor.

Father's name.....
Full address.....

Received rupee one and credited under "XIII Misc.—5 Misc.—Other receipts" on (*vide* Chellan No.) Duplicate Pass Book issued.

Dated Head Accountant / Shroff Treasury Officer.